PAINTSVILLE CITY SCHOOLS PURCHASE REQUISITION

APPROVED BY _____ DATE _____

SHIP TO _____ ORDERED FROM _____

ORDERED BY _____ ADDRESS _____

_____

CIRCLE APPLICABLE DETERMINATION ON ALL ORDERS

BID	STATE BID CONTRACT
SINGLE SOURCE	REPLACEMENT PART
LOWER PRICES	PROFESSIONAL SERVICE
COMPETITIVE NEGOTIATION	BOARD DECLARED EMERGENCY

CITY _____

STATE, ZIP _____

FAX NUMBER _____

PURCHASE ORDER NO _____
ASSIGNED BY CENTRAL OFFICE

OTHER/EXPLANATION: _____

QUOTES ARE REQUIRED ON NON-BID ORDER OVER $100.00 (MUST BE WRITTEN QUOTES IF OVER $500)

QUOTE #1 _____ COMPANY _____

QUOTE #2 _____ COMPANY _____

QUOTE #3 _____ COMPANY _____

ACCT NO. _____ - _____ - (_____) $ _____

QTY.	CATALOG NO.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
			MINUS BID DISCOUNT (IF APPLICABLE)	
			PLUS SHIPPING/HANDLING CHARGES (IF APPLICABLE)	

APPROVED BY _____
SIGNATURE OF GRANT COORDINATOR (IF APPLICABLE)

ORDER TOTAL _____